



**CORRECTIONAL HEALTH SERVICES ADMINISTRATOR I,
CORRECTIONAL FACILITY**

**CORRECTIONAL HEALTH SERVICES ADMINISTRATOR II,
CORRECTIONAL FACILITY**

Final Filing Date: March 9, 2006

OPEN NONPROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with:	or	In person with:
Department of Corrections and Rehabilitation Selection Services Section P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545		Department of Corrections and Rehabilitation Selection Services Section 1515 S Street, Room 522N Sacramento, CA 95814 (916) 322-2545

If you meet the entrance requirements for these classifications you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

If you are personally delivering you application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **March 9, 2006** is the final filing date. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during May/June 2006.

SALARY RANGE(S) As of: January 26, 2006
Correctional Health Services Administrator I, CF
\$ 4963 - \$5988

Correctional Health Services Administrator II, CF
\$ 6034 - \$6651

MINIMUM QUALIFICATIONS **CORRECTIONAL HEALTH SERVICES ADMINISTRATOR I, CORRECTIONAL FACILITY**

Either I

Experience: One year of experience in the California state service in a major hospital administrative or management function, performing medical support services duties at least comparable in level of responsibility to those of Hospital General Services Administrator II, Supervising Nurse III, Pharmacist II, or Hospital Administrative Resident III.

Or II

Experience: Three years of progressively responsible experience in medical health care administration which must have included at least two years with responsibility for directing two or more administrative management and support services comparable to those found in a large hospital such as nursing, pharmacy, dietary, rehabilitation, laboratory, or administrative studies. (A post-Baccalaureate Degree in Hospital Administration or in a closely related field may be substituted for one year of experience.) (Experience in the California state service applied to this requirement must be of at least the level, duration, and type specified in Pattern I above.)

And

Education: Equivalent to graduation from college with a major in hospital administration or in a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

MINIMUM QUALIFICATIONS (CONTINUED)	<u>CORRECTIONAL HEALTH SERVICES ADMINISTRATOR II, CORRECTIONAL FACILITY</u>
	<u>Either I</u> Experience: One year of experience in the California state service in a major hospital administrative or management function performing medical support services duties of a class at least comparable in level of responsibility to those of Hospital Administrative Resident IV.
	<u>Or II</u> Experience: Two years of experience in the California state service performing duties in a major hospital administrative or management function performing medical support services duties at least comparable in level of responsibility to those of Hospital General Services Administrator II, Supervising Nurse III, Pharmacist II, or Hospital Administrative Resident III.
	<u>Or III</u> Experience: Four years of progressively responsible experience in medical health care administration which must have included at least three years of experience with responsibility for directing two or more administrative management and support services comparable to those found in a large hospital such as nursing, pharmacy, dietary, rehabilitation, laboratory, or administrative studies. (A post-Baccalaureate Degree in Hospital Administration or in a closely related field may be substituted for one year of experience.) (Experience in the California state service applied toward this requirement must be at least the level, duration, and type specified in Patterns I and II above.)
	<u>And</u> Education: Equivalent to graduation from college with a major in hospital administration or in a related field. (Additional qualifying experience maybe substituted for the required education on a year-for-year basis.) Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. <u>BOTH LEVELS</u> Special Personal Characteristics: Demonstrated leadership ability and objective understanding of the problems of the California Department of Corrections and Rehabilitation (formally the Department of Corrections); empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact, patience, and emotional stability; willingness to accept and effectively carry out administrative responsibility. Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

EXAMINATION PLAN	<p>This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p>Qualifications Appraisal -- Weighted 100.00%</p> <p><u>BOTH LEVELS</u></p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Principles and practices of organization, supervision and management2. Problems involved in administrative health services support programs of a hospital3. Program development and evaluation techniques4. Objectives of the treatment programs of a hospital5. The Department's Equal Employment Opportunity (EEO) Program objectives6. A manager's role in the EEO Program and the processes available to meet EEO objectives <p>B. Ability to:</p> <ol style="list-style-type: none">1. Plan, organize, direct, and evaluate health services support and programs to meet treatment needs of the hospital, psychiatric, and dental program in a correctional facility2. Establish and maintain effective working relationships with medical and psychiatric professional staff and with others3. Collect and analyze data and make administrative studies and prepare clear, concise and comprehensive reports4. Analyze situations accurately and take effective action5. Supervise, train and motivate staff to achieve maximum effectiveness6. Communicate effectively7. Effectively contribute to the Department's EEO objectives
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ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.</p> <p>For each classification listed above, a separate eligible list will be established.</p>
POSITION DESCRIPTION AND LOCATION(S)	<p>A Correctional Health Services Administrator I, Correctional Facility, under general administrative direction, has overall medical support services and administrative responsibility for a medium-sized health care program to include hospital, psychiatric, and dental services in a State correctional facility, such as the California Institution of Men and the California Men's Colony.</p> <p>A Correctional Health Services Administrator II, Correctional Facility, under general administrative direction, has overall medical support services and administrative responsibility for a large and complex health care program to include hospital, psychiatric, and dental services in a State correctional facility, such as the California Medical Facility.</p> <p>Positions exist statewide with the Department of Corrections and Rehabilitation.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
VETERANS POINTS/ CAREER CREDITS	<p><u>BOTH LEVELS</u> Career credits will be granted in this examination. Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Career Credits: California law allows the granting of career credits in **Open, Nonpromotional** examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employee who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). (Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.)

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS